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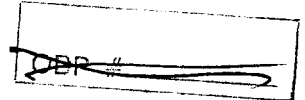
OTR 80-5012

21 FEB 1980

MEMORANDUM FOR: Director of Logistics

FROM: Donald E. Smith  
Director of Training

SUBJECT: Space Requirements



1. This is to advise you of the urgent need for additional space in the Chamber of Commerce Building for training purposes and request that you take action to make such adjustment at the earliest possible opportunity. This request is strongly supported by the Director of Medical Services in respect to the need for additional space to accommodate the expansion of the Psychological Services Staff. It is also supported by the Director of Data Processing who has worked with me to develop a plan to relocate the ODP Training Branch from the Page Building to the Chamber of Commerce Building, where it will be in close proximity to the OTR Information Science Center in order to enable ODP to utilize the classrooms on the sixth floor which are equipped with remote terminal devices.

2. There are three attachments to this memorandum. Attachment A analyzes the current utilization of classroom facilities and sets forth projected usage based upon identified program requirements. Attachment B displays the proposed utilization of space by CIR, ODP and OMS/PSS in terms of existing space, as well as new space currently occupied by the Office of Development and Engineering (ODEE). Attachment C spells out the OMS/PSS requirement.

DERIVATIVE CL BY 013030  
REVIEW ON 15 FEBRUARY 2000  
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3. In summary, the net requirement in useable square footage is as follows:

<u>Organization</u>	<u>Use</u>	<u>Useable Square Feet</u>
OMS/PSS	Offices; Library	2920
ODP	Offices*	(1060)
OTR	Large classroom with four team rooms	2560
	Medium classroom	1100
	Small classroom	560
	Medium classroom with terminal connection and two team rooms	1600
	Three reception rooms for CT applicants @ 150	450
	Storage room for furniture	400
	Net total	<u>9590</u>

4. In order to enable us to carry forward planning, an early indication by you of proposed action on this request would be greatly appreciated.

/s/ Donald E. Smith

Donald E. Smith

Attachments:  
As Stated

cc: DDA, w/atts  
D/MS, w/o atts  
D/ODP, w/o atts

\*From currently allocated OTR office space